

# Nicholae Cline

## Contact

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## Address

405 E Cottage Grove, Apt. 18 Bloomington, IN 47408

## Profile

**Objective** I am a student at Indiana University and am currently seeking a part-time job or internship in the Bloomington community.

**Availability** From April, 2010

## Key Skills

Advanced knowledge of various kinds and genres of literature, particularly literary fiction, poetry, philosophy, and sociology

Able to work in both team-oriented and individually paced environments; skilled at customer interaction, developing rapport

Proficiency with computer systems and applications, including Windows Vista, XP (and earlier systems), Microsoft Word and Excel

Organizationally minded and sensitive to visually pleasing methods of product placement and display and layout

## Education

**2010 to present** **Master of Library Science**  
Indiana University, Bloomington

**2006 to 2010** **Bachelor of Arts in English**  
Indiana University, Bloomington

**2002 to 2006** **South Harrison Academic Honors Diploma**  
Corydon Central High School, Corydon (IN)

## Recent Work Experience

### HPER Library, Indiana University

#### Library Supervisor

#### Job

**April 2010 to present**

- ✓ Overseeing daily operation and maintenance of the library and student technology center, including opening and closing standards (key holder)
- ✓ General circulation duties, such as checking out and discharging books and videos, as well as handling course reserves (both library and personal copies)
- ✓ Reference responsibilities, including locating materials, research, and answering general inquiries in person, via telephone, and online

### Angela Courtney, Herman B. Wells Library

#### Assistant/Intern

#### Internship/Job

**January 2010 to present**

- ✓ Collection management, such as pulling pre-20<sup>th</sup> Century books for assessment and restricted circulation via ALF and the Lilly Library
- ✓ Collection development, including creating graphic novel, African-American urban crime fiction, and Caribbean women writers collections and further developing the library's literature-in-translation collection
- ✓ Digitization and digital initiatives, specifically working with the Victorian Women Writers Project and text encoding (TEI)
- ✓ Was hired following completion of internship period

### Borders, Bloomington

#### Bookseller & Inventory Processing, Bloomington

#### Part-time Job

**October 2007 to present**

- ✓ Receiving, sorting, and shelving large shipments of books and other merchandise
- ✓ Working with customers to define interests and book selections, as well as handling special orders and internet requests for items if desired merchandise is not carried by our store
- ✓ Organizing and reorganizing section flow based on constantly updating company-wide standards of layout, design, and subject code assignments

### Work Experience, cont.

**Xlibris Corporation, Bloomington**  
**Manuscript Editor**

- ✓ Worked with manuscripts in order to ensure consistency, usage, and clarity while also maintaining author's style and developing voice

**Freelance Job**  
**March to August, 2009**

**IU Bookstore (IMU), Bloomington**  
**Bookseller, Textbook Floor**

- ✓ Shelled and organized textbooks for Fall semester book rush
- ✓ Prepared and retrieved online textbook reserve orders

**Temporary/Seasonal Job**  
**June, 2007 to September, 2007**

### Other References

**Maria McConnell**  
(812) 361.3049

Previously with Borders – Inventory supervisor

**Geena Lawrence**  
(812) 391.0571

Previously with Borders – Bookseller and head of Multimedia section

### Activities and Interests

**Reading, Music,  
Movies**

Trying new titles, albums, particularly emerging talents; currently working my way through the Criterion Collection of movies

**Book Club**

Recently started a reading group that focuses on minority voices and literature in translation

**Traveling**

France, England, Germany, Austria, Italy, Switzerland, and more